

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 18, 2019 – 5:00 p.m.

Stoughton, WI

Page No. 1

Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Regina Hirsch, Citizen Member John Kallas, Mayor Tim Swadley

Excused: Alderperson Pat O'Connor

Absent: None

Others Present: Stoughton Utilities Wastewater System Supervisor Brian Erickson, Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Operations Specialist Martin Seffens, Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen

Call to Order: Utilities Committee Chairperson David Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Erdman thanked Assistant Utilities Director Brian Hoops for his leadership during the interim period between the retirement of former Utilities Director Robert Kardasz and the anticipated March 4, 2019 arrival of incoming Utilities Director Jill Weiss.

Motion by Hirsch, the motion seconded by Bartlett, to approve the following consent agenda items as presented:

- a. Draft Minutes of the January 14, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities January Payments Due List Report
- c. Stoughton Utilities December 2018 Financial Summary
- d. Stoughton Utilities December 2018 Statistical Report
- e. Stoughton Utilities January 2019 Activities Report
- f. Utilities Committee Annual Calendar
- g. Communications

The motion carried unanimously 6 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

1. Minutes of the November 27, 2018 Special Utilities Committee Meeting
2. Minutes of the January 7, 2019 Special Utilities Committee Meeting

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 18, 2019 – 5:00 p.m.

Stoughton, WI

Page No. 2

3. Stoughton Utilities November Payments Due List Report
4. Stoughton Utilities December Payments Due List Report
5. Stoughton Utilities October 2018 Financial Summary
6. Stoughton Utilities November 2018 Financial Summary
7. Stoughton Utilities October 2018 Statistical Report
8. Stoughton Utilities November 2018 Statistical Report

Declaration of Official Intent 2019-1: Stoughton Utilities and City of Stoughton staff presented and discussed the Declaration of Official Intent No. 2019-1, preserving the ability to borrow funds for 2019 water infrastructure projects, including but not limited to engineering, legal, construction, etc. and lead meter replacements. Discussion followed. Motion by Hirsch, the motion seconded by Kallas, to approve the Declaration of Official Intent No. 2019-1. The motion carried unanimously 6 to 0.

Bad Debt Account Write-Offs through December 31, 2018: Stoughton Utilities and City of Stoughton staff presented and discussed the Bad Debt Account Write-Offs through December 31, 2018. Discussion followed. Motion by Bartlett, the motion seconded by Ackerman, to approve the Bad Debt Account Write-offs through December 31, 2018 and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council on February 26, 2019. The motion carried unanimously 6 to 0.

2018 Year-end financial summary discussion: Stoughton Utilities and City of Stoughton staff presented and discussed the Stoughton Utilities financial statements as of December 31, 2019, including summary highlights. Discussion on the financial statements and other financial topics followed.

Wastewater system operations and anticipated needs for future WPDES permits: Stoughton Utilities staff presented and discussed the draft Wisconsin Pollutant Discharge Elimination System (WPDES) permit expected to be issued with an April 1, 2019 effective date. Discussion on the permit and other wastewater system topics followed.

Utilities Committee future agenda items: Staff informed the committee that upcoming topics include an introduction to incoming Utilities Director Jill Weiss, presentation of the annual Water Consumer Confidence Report, a status report on Stoughton Utilities' goals and accomplishments, presentation of the 2018 financial audit report and management letter, and information regarding funding assistance programs for the replacement of privately owned lead water services, including a future ordinance mandating such replacement.

Adjournment: Motion by Hirsch, the motion seconded by Bartlett, to adjourn the regular Stoughton Utilities Committee Meeting at 5:51 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director